

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 8 August 1950

FROM : Chief, Administrative Staff

SUBJECT: Revision of Services Division T/O

1. It is requested that the Table of Organization of the Supply Branch, Services Division, be amended to drop one Procurement Officer, GS-9, in the Procurement Section, and to add one Procurement Officer, GS-9, in the Contract Section.

2. Experience over the past several months has indicated that the volume of work and the minute detail required in connection with the processing of contracts cannot be performed by the Chief of the Contract Section alone. Since October it has been found necessary to have one Procurement Officer, GS-9, detailed to the Contract Section to assist in this connection.

3. It is further requested that the Services Division T/O be augmented by five additional temporary positions, making a total of 35, these temporary positions to be in various branches of the Services Division as required. None of the grades will be above GS-4. The volume of special work and requirements has increased to the extent that it is absolutely necessary to have these additional temporary positions. As an example, within the past few days we have instituted a shuttle run to D Street and assigned a permanent car and chauffeur to the Special Support Staff.

4. Your concurrence in this request will be greatly appreciated.

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